

## *Embassy of the United States of America*

Visa Branch,  
5 Upper Grosvenor Street  
London W1A 2JB



Danesfort House  
223 Stranmillis Road  
Belfast BT9 5GR

Applicants who have been arrested and/or convicted of a crime are not eligible to travel to the United States visa-free under the Visa Waiver Program (VWP). They must obtain a visa before traveling. Please note: The UK Rehabilitation of Offenders Act does not apply to U.S. visa law.

In order for the Embassy/Consulate to determine whether or not your conviction(s) will affect your eligibility for a visa, you are required to schedule an appointment for an interview with a U.S. consular officer.

Applicants applying for visas in London are required to schedule an appointment no later than 10:00 a.m. to allow sufficient time for their case to be reviewed, as their application will be subject to greater scrutiny. When booking an appointment please specify to the operator that you must have an appointment no later than 10:00 a.m. **Applicants with criminal histories who schedule after 10:00 a.m. may be required to return to the Embassy at a later date if there is insufficient time to evaluate their case.**

We will also need particulars concerning yourself and full details of the conviction(s) recorded against you. Consequently, you should:

- Complete the personal data sheet on the reverse of this letter; and
- Furnish a Subject Access statement from the National Identification Service at New Scotland Yard. Further information is available from their website at [www.met.police.uk/so/nis.htm](http://www.met.police.uk/so/nis.htm), or by writing to the following address:

**National Identification Service**  
Subject Access Office  
Room 331, New Scotland Yard  
Broadway, London SW1 0BG; Tel: 020-7230-2958

The Embassy will also accept an Enhanced Disclosure statement made through the Criminal Records Bureau (CRB).

Applicants applying for visas at the Consulate General in Belfast are required to furnish a Certificate of Conviction from the clerk of the court(s) in which they were tried. Such court records must show the nature of the offense(s) committed, the section(s) of law contravened and the actual penalty imposed. If the Certificate of Conviction is not available from the court in which the individual was tried, he or she can still obtain the court record(s) from a Police Service of Northern Ireland station. Applicants, who are not able to obtain a Certificate of Conviction, **MUST** obtain a letter so stating from the Clerk of the Court.

### IMPORTANT NOTICE

Once you have appeared for a personal interview, we will try to render a prompt decision regarding your visa eligibility, however, **it may be several months before a final decision can be made. Please do not make any final travel arrangements until you have received a visa.**

Thank you for your cooperation.

## PERSONAL DATA

Please use BLOCK LETTERS and answer ALL questions, using additional pages if necessary.

1. **SURNAME:** \_\_\_\_\_

**FIRST NAMES:** \_\_\_\_\_

**ALIASES:**

\_\_\_\_\_  
(i.e. Maiden Name, Previous Married Name, etc.)

2. **DATE OF BIRTH:** \_\_\_\_\_ 3. **PLACE OF BIRTH:** \_\_\_\_\_  
(Day/Month/Year) (City, Country)

4. **PRESENT ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

5. If you have been arrested or summoned for, charged with, indicted for, or convicted of a crime or other offence, please give full details including date, place and nature of offence. Exclude only minor traffic offenses where no injury occurred.

DATE	COURT	OFFENCE	SENTENCE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If, as a result of any conviction, you served a prison sentence please enter:

a) **DURATION OF SENTENCE ACTUALLY SERVED:** \_\_\_\_\_

b) **PRISON(S) IN WHICH SENTENCE WAS SERVED:** \_\_\_\_\_

c) **DATE OF RELEASE FROM PRISON:** \_\_\_\_\_  
Day/Month/Year

d) **DATE OF RELEASE FROM PROBATION:** \_\_\_\_\_  
Day/Month/Year

e) **DATE PROBATION TERMINATED:** \_\_\_\_\_  
Day/Month/Year

6. If you have answered "yes" to question 38 on form DS-156 for a different reason, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**I CERTIFY THAT MY ANSWERS TO THE ABOVE ARE TRUE AND CORRECT:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_